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**U S C
AT
SPARTANBURG**

**FACULTY
HANDBOOK**

Fall, 1978

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ORGANIZATION

FACULTY SENATE

Membership on the Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each five faculty members, or portion thereof, of the library and each academic division or school, plus five delegates elected at-large. The divisional representatives will be elected by secret ballot by members of that division prior to the September faculty meeting, and at-large representatives will be elected by secret ballot by all members of the faculty at the September meeting. The term of office will be three years, with the term of one third of the Senate expiring each year.

The presiding officer of the Senate shall be the Faculty Secretary. The Faculty Secretary-Elect shall preside over the Senate in the absence of the Faculty Secretary. The Faculty Recording Secretary shall serve as Secretary of the Faculty Senate. The Senate will elect a clerk from a list of secretaries submitted by the Administrative Assistant to the Vice-President; the term of office will be one year, with re-election possible.

All meetings of the Senate are open, all members of the faculty have the right to address the Senate. All votes taken in the Senate shall be by voice, unless an alternative method is desired by at least ten Senators. A decision passed by the Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting. The Faculty Secretary must call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

The faculty delegates to the Senate all business except the election of faculty officers, committee members and at-large delegates to the Senate and the consideration of other matters which the faculty wishes to reserve to itself. Regularly scheduled faculty meetings will be held in September and April for the election of standing committee members, at-large delegates to the Senate and faculty officers. Faculty committees will make their reports directly to the Faculty Senate.

FACULTY COMMITTEE STRUCTURE--GENERAL

Terms. Terms of all appointed and elected members will run for three years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing Faculty committees.

Ex-officio Members. Ex-officio members are not considered to be members of a committee in so far as computing their maximum of two committee assignments is concerned. The nature of being an ex-officio member of a committee is that of an advisory capacity. The ex-officio member should make available to the committee his or her knowledge and he or she is not empowered with a vote, except as noted, in the decisions of the committee. He or she should not attempt in any way to exercise

control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee since his or her membership is in an advisory capacity only. This provision is in accordance with an ex-officio member's not having voting rights, since the chairman of a committee is normally allowed to vote in case of a tie. The Vice President is an ex-officio member of all committees and will not be listed as such separately.

Chairperson. Each committee will elect its own chairperson annually during the first full month of the academic year, unless specified otherwise. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Chairperson-elect. Each committee will also choose a chairperson-elect who will normally become a chairperson after one year. The chairperson elect will preside in the absence of the chairman.

Vacancies. Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. All appointments to committees will be made by the Vice President.

Responsibility. Committee chairpersons will report all committee actions and recommendations in writing to the Faculty. All committee actions are advisory until confirmed by the Vice President.

Elections. All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except where noted otherwise.

Names of standing committees. Academic Affairs, Academic Forward Planning, Admissions and Petitions, Athletic Advisory, Cultural Affairs, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Lifelong Learning, Promotion and Tenure, Student Affairs, Student Financial Aids, University Publications Board.

Implementation. New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one year terms only.

ACADEMIC AFFAIRS EXECUTIVE AND DIVISIONAL COMMITTEES

The Academic Affairs Committee consists of both divisional (or school) committees and an executive committee. Membership in these divisional (school) committees shall be constituted by either

- (a) at least one individual chosen to represent each recognized academic discipline within the division that has three or more faculty within that discipline;
- (b) at least one individual chosen to represent all other academic disciplines having less than three faculty members in that division;
- (c) additional members selected at-large to make a total committee membership of five; or,
- (d) in the case of single discipline divisions such as education, business administration, and the School of Nursing, a committee of five members selected at-large (provided that the areas of concentration and/or degree programs are equitably represented).

These committees would elect a chairperson from their membership whose responsibilities would include

- (1) calling and conducting meetings as needed.
- (2) receiving and processing for dissemination all proposals for curriculum change within the division.
- (3) recording and reporting business to executive committee chairperson.
- (4) designating one member to represent the divisional committee on the executive committee.

The divisional (school) committee would be primarily responsible for reviewing and evaluating all proposals for curriculum change initiated by members of that division. Their recommendations would be forwarded to the executive committee for approval. However, the executive committee cannot revise or alter recommended proposals without the advice of the affected division's (school's) committee.

The executive committee is composed of five designated representatives from the divisions and one member designated from the School of Nursing. The following are ex officio members:

Dean for Academic Affairs
Director of Continuing Education
Head Librarian
Chairperson of the Academic Forward Planning Committee

Duties. To consider and recommend to the Faculty action on all requests for addition or deletion of courses made by the divisional committees. To review the various curricula of the Spartanburg Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from the Spartanburg Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Dean for Student Affairs regarding the academic aspects of orientation.

ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs is an ex-officio member.

Duties. To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Vice President.

ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. Each year one new member will be elected and one appointed. The Assistant Director of Admissions and the Dean for Academic Affairs are ex-officio members. The Assistant Director of Admissions is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. To consider the USCS admissions policies within University guidelines and to recommend to the Faculty and the Vice President any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.

ATHLETIC ADVISORY

Consists of six voting members: four faculty members, two appointed and two elected, and two student members appointed annually by the Vice President from nominations submitted by the Student Government Association. The Athletic Director is an ex-officio member.

Duties. To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Vice President from nominations submitted by the Student Government Association. The chairperson-elect will serve as the USCS Representative to the Arts Council of Spartanburg County. Ex-officio members are the Dean for Student Affairs and the Director for Information Services.

Duties. The committee will plan a convocations series and other cultural enrichment programs. The Dean for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairperson of the committee. The Director of Information Services will publicize the programs.

FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:* two elected faculty members and one student member appointed by the Vice President from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, student, or other members may be appointed by the Vice President with the consent of the Faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Dean for Academic Affairs and the Director of Institutional Grants and Research are ex-officio members.

Duties. To advise the administration on the allocation of facilities,--buildings and grounds,--and on the planning of new facilities.

FACULTY ADVISORY

Consists of the elected chairperson of all standing faculty committees, the Faculty Secretary, the Faculty Secretary elect, and the Recording Secretary. The Dean for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Faculty meetings. The chairperson will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairpersons and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

*The Faculty Secretary will specify the total number after consulting with the Vice President and the Division Chairpersons on the anticipated work load of the Committee for the year. The Vice President's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.

Duties. To study and report on matters which may be referred to it by the Faculty or the Vice President or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Vice President a similar slate of nominees for appointive vacancies on committees at appropriate times.

FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank.

Duties. To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system.
- b. Policies regarding teaching load.
- c. Conduct and professional ethics.
- d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion.

LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs and the Head Librarian are ex-officio members. In alternating years the faculty members shall be selected as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

Duties. To make recommendations on matters of library policy.

LIFELONG LEARNING

Consists of four elected and two appointed faculty members, representative of all divisions; and two student members appointed annually by the Vice President from nominations submitted by the Student Government. The Director of Continuing Education will serve as an ex-officio member.

Duties. To act as an advisory committee on matters of program and selection of key personnel in the continuing education program. It should examine the extent to which the University is meeting the educational needs of the community in curriculum and services and make proposals for improvements in serving these needs.

PROMOTION AND TENURE

Consists of nine voting faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial ranks are eligible for committee membership. Each academic division is to be represented, but no more than two faculty members from the same division shall serve at one time. Both regular and special elections of members of this committee shall be held in open faculty meeting with nomination from the floor. The chairman of this committee is elected in the spring.

Duties. To establish criteria for promotion and tenure and procedures for the operation of promotion and tenure policies subject to approval by the faculty and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations regarding the granting of promotion and tenure to the chief administrative officer of the campus.

INTERNAL OPERATING PROCEDURES AND POLICIES OF THE PROMOTION AND TENURE COMMITTEE AT THE UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

1. Each September the committee will notify the faculty that if a faculty member wishes to be considered that year for promotion, or tenure, or both he or she should request consideration from the committee and should prepare his/her file; also the committee will notify division chairpersons or equivalent academic officers to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration. The committee will notify the Academic Dean about the date for consideration so that he or she may have the opportunity to place relevant material in individuals' files.
2. Promotion and tenure files are privileged information and under the control of the committee. The files will be kept locked.

3. The chairperson and the secretary of the committee, the Academic Dean and the respective Division Chairpersons will have access to the files. Two or more members of the committee may have access to the files during the period designated by the committee for reviewing files. The person removing the file must sign noting the time of examination of that file.
4. Each faculty member will have access to his or her own file and can see that material which is not confidential (see 5) when observed by the committee secretary or the assigned secretary. The committee secretary or assigned secretary will remove the envelope of confidential material until the faculty member has completed review of his/her file. The faculty member too will sign noting the time of examination of his/her file.
5. The committee will provide maximum access, consistent with file security, by individuals to their own promotion and tenure files. However, letters or information submitted in confidence to the committee will be placed in sealed envelopes in the appropriate faculty members' files. Sealed envelopes will be retained by the secretary while a faculty member is reviewing his/her file. A summary of the contents of the sealed envelope in a faculty member's file will be made by the Division Chairperson, verified by the Academic Dean, and made available to a faculty member upon request by the faculty member. A copy of the summary will be retained in the file.
6. A faculty member may have the staff secretary to remove from the faculty member's file any duplicate material, except that in the confidential envelope, and any material placed in the file by the faculty member. To do so the faculty member should request, in writing and by item, that the material be removed.
7. The proceedings of the committee shall be confidential with respect to all written materials reviewed and all discussion of individual cases by the committee.
8. Members should refrain from participation in cases where their personal prejudices may unduly affect their judgment.
9. A faculty member will not serve on the Promotion and Tenure Committee during the year in which his or her case would receive active consideration. Any Promotion and Tenure Committee member who wishes to be considered for promotion, or tenure, or both, during the next academic year should resign from the Committee before the spring Faculty Business Meeting at which the election of new committee members will be held. Also, a committee member will not participate in the deliberations where his or her spouse's case or that of a relative is under review.
10. For voting, files shall be grouped by the secretary into categories: (1) promotion to assistant professor, (2) promotion to associate professor, and (3) promotion to professor.

11. The chairperson shall conduct preliminary discussions on the files in each category, selecting files in random order within the categories. The procedure will be as follows: the committee will read and discuss all files to be voted on noting a candidate's strengths and deficiencies, as well as inadequacies in his/her file. All persons to be voted on will then be sent a letter reminding them of the upcoming vote (this will remind those who have not notified the committee that they do not wish to be voted on). This notice may request by January 10 additional information where there are inadequacies in a candidate's file. In January the committee will complete its deliberations and vote.

To be recommended for promotion or tenure, a two-thirds majority of those voting, with a minimum of five affirmative votes, will be required. The specific reasons for voting for or against promotion and/or tenure should be included on the ballot. The vote will be considered binding unless a majority (5 members of the committee) asks that a particular case be reconsidered.

The committee may request, either orally or in writing, that matters of concern be discussed by the Dean with the candidate. Appeals will then be considered after a required 10-day appeal period. The committee will notify the Academic Dean of its recommendations and report statistics on its recommendations to the faculty.

12. A committee member's review and vote based on the information contained in the individual's file will reflect his or her best judgment concerning the overall strength or best interest of the institution, while at the same time considering the individual's interests under the stated rules for promotion and tenure.

PROMOTION AND TENURE CALENDAR*

September 15	Notify the faculty that any faculty member wishing to be considered should submit a written request to the committee and should prepare his or her file.
	Notify division chairpersons to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration.
	Notify the Academic Dean about the date for consideration.
October 31	Files closed except for student evaluations.
November 30	Committee completes preliminary discussions and sends letters to all faculty members who are to be voted on. These letters call attention to matters raised in discussion which need further documentation in file. These files are reopened.
January 10	Files closed for final deliberations.
January 25	Voting complete - Academic Dean notified.
February 1	Appeals period starts.
February 10	Appeals period complete.
February 18	Recommendations to Academic Dean. Report to faculty at next faculty meeting.

*Deadlines falling on non-working days will be carried over until the next working day.

STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Vice President from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Dean for Student Affairs. The Dean for Student Affairs will serve as secretary of the Student Affairs Committee. He may not serve as a member of an Honor Court.

Duties. To enforce the discipline policy of USCS with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider Regional Campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the Faculty, policies toward extra-curricular student activities. To make recommendations to the Vice President regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. When charges are brought against a student for academic or other infractions, an Honor Court will be appointed by the Committee chairman to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs committee. In appointing the Faculty members of the Court, the Chairman is not restricted to the membership of the Student Affairs Committee.

The Dean for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the student handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Dean for Student Affairs who will assign appropriate penalties as provided in the student handbook.

STUDENT FINANCIAL AIDS

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Financial Aids Officer is an ex-officio member.

Duties. To recommend to the Faculty the basis on which scholarships and loans will be granted. A sub-committee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Student Financial Aids Officer. The Student Financial Aids Officer shall inform the sub-committee (prior to the awarding date) of the scholarships and other financial aids available.

UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members: five faculty members, three elected and two appointed, and four students appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Student Affairs is an ex-officio member.

Duties. To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his/her duties in a suitable manner. To make recommendations to the Student Government Association and the Vice President concerning budgets for USCS publications, including salaries to be paid editors. To develop and recommend to the Vice President publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USCS educational and extra-curricular programs.

FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his/her duties after the last scheduled faculty meeting of the spring semester.

Duties. To serve as presiding officer of the faculty and the faculty senate. The agenda will be prepared by the Faculty Secretary at least three days prior to each faculty meeting or faculty senate meeting, and circulated to the faculty.

To notify Faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To serve as chairman of the Faculty Advisory Committee. To conduct the Administrative evaluation.

FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his/her absence. To succeed as Faculty Secretary the following year. The Faculty Secretary-elect is a member of the Faculty Advisory Committee, but serves on no other standing committees.

RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He/she may be re-elected.

Duties. To record and distribute to the members of the Faculty the written minutes of its meetings. To search the minutes of Faculty and faculty senate meetings and annually publish a summary of Faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary.

UNIVERSITY MARSHAL

The office of University Marshal shall be an elected position filled by a faculty member. He/she is elected for a two-year term and may be re-elected.

Duties. To see that the ceremonial programs of USCS run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) To make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) To lead the processional march on ceremonial occasions.

PROCEDURES

REGISTRATION

A notice is sent annually to each faculty member from the Dean for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Division chairpersons notify faculty members of their specific duties at registration.

GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.

MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings and faculty Senate meetings are held on the second Wednesday of each month. Faculty Advisory Committee meetings are held the first Wednesday of each month. Faculty committee meetings are called by the chairman. These meetings are frequently called for the noon hour on Mondays, Wednesday, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairpersons attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the University. Funds are available in each division for travel for faculty members in that division who are interested in attending such meetings. The division chairpersons can supply the faculty member with full information regarding the funds available for such purposes.

OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty member should submit a copy of his/her schedule to his/her Division Chairperson.

TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the University. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify the Division Chairperson immediately so that arrangements can be made for the class. Division Chairpersons are also charged with filing monthly attendance reports for their faculty with the Business Office.

PAY CHECKS

Faculty on nine-month contracts will normally receive their pay in 18 equal installments. Fall semester checks are available from the division secretary on August 31, September 15, September 30, October 15, October 31, November 15, November 30, December 15 and December 22. Spring semester checks are available on January 15, January 31, February 15, February 28, March 15, March 31, April 15, April 30 and May 15. Summer I checks come at the end of the term. Summer II salary is divided into two equal checks, available July 31 and at the end of the term.

VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Vice President prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the University calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Dean for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the Division Chairperson, who will submit his/her recommendation to the Dean for Academic Affairs for approval. Final approval rests with the Vice President.

STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, midterm grade, final examination, or semester grade) of any student by name. Such practices, including associating a student's grades with his or her initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his/her social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

ACADEMIC ADVISEMENT

The Dean for Student Affairs is responsible for the academic advisement program. The following procedures are presently being used:

- (1) Entering students are assigned academic advisors by the Dean for Student Affairs or Division Chairperson, based on their area of interest. Transfers are assigned to the Division Chairperson for the evaluation of credits.
- (2) When the student makes a definite decision on a major he/she will be reassigned to an advisor in that area by the Division Chairperson.
- (3) Division Chairpersons designate major advisors for each major within their divisions. Other faculty members advise undecided students.
- (4) Division Chairpersons will be responsible for maintaining records of students majoring in their area. If a student changes his/her major this file will be transmitted to the Student Affairs Office for reassignment. Files of undecided students will be maintained by the Student Affairs Office.
- (5) Advisors for students in the Bachelor of Arts/Bachelor of Science in Interdisciplinary Studies (formerly Bachelor of General Studies) will be selected by the Coordinator of the BIS program, who will maintain all files on these students.
- (6) Faculty members advising new students will be provided with an Advisor's Summary Sheet (see "Sample Forms") to help in advising each student. This sheet should be returned to the Student Affairs Office after advisement for undeclared majors, or kept by the major advisor.

ACADEMIC DISCIPLINE

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The Chairperson is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the Chairperson.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairperson with a written statement explaining the alleged infraction. A faculty member should not confront student and attempt to get a confession.
- (3) The "Code of Student Academic Responsibility" that is given to students is to be found in the USCS Student Handbook.
- (4) Questions regarding infractions and procedures should be referred to the Dean for Student Affairs.

MASTER CALENDAR

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

PERSONNEL INFORMATION

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

NEW COURSES

Faculty requests to have a new course approved for addition to the bulletin go first to the Division Chairperson. The Division Chairperson is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the Committee approves, the request is then submitted to the Faculty Senate for consideration. No course is to be entered on the schedule without being presented to the Faculty Senate.

INDEPENDENT STUDY COURSES

No student will be allowed to register for Independent Study unless he/she has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a Division Chairperson's office, have it completed by the Instructor he/she is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he/she will be given a copy to bring to registration.

WITHDRAWAL OF VETERANS FROM A CLASS

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USCS Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

- (1) last activity (including attendance) reflected in the instructor's records
- (2) last papers submitted
- (3) last examination completed
- (4) student's reasonable statement of alst date of attendance

GRADE REPORTINGI. CLASS ROLLS

Class rolls are distributed to the Academic Departments four times during the regular semester (fall and spring) and three times during summer semesters. If you do not receive a roll, contact your Division Chairperson to see if your roll has been misplaced. If the roll is lost, the Department's office should contact the Records Office for a copy of the roll.

A. Temporary Rolls

1. Temporary rolls are produced at the end of the last day of registration.
2. Temporary rolls should be used for reference only. Students who register late or drop and add your section will not be named on this roll.

B. Official Rolls

1. Official rolls are produced after the last day to add a course or change sections.
2. Official rolls should be considered accurate.
 - a. if a student is attending your course, but his or her name does not appear on your roll, advise the student to come to the Records Office.
 - b. If a student's name appears on your roll, but he or she has not been attending your course, check with the Records Office to see if the student has officially registered for the course.

C. Midterm Grade Rolls

1. Midterm grade rolls are produced after the last day to drop a course without penalty.
2. Errors on the midterm rolls should be corrected on grade roll correction forms.

D. Final Grade Rolls

1. Final grade rolls are produced approximately two weeks prior to the end of the semester.
2. Corrections to rolls must be made via grade roll correction form.

II. GRADE DESCRIPTIONS

A. Midterm Grades (S/U)

1. Space is provided on the roll for the Instructor to indicate a grade of S (Satisfactory) or U (Unsatisfactory).
2. Midterm grades are not posted to the student's permanent record nor are they computed into GPR.

B. Letter Grades (A, B+, B, C+, C, D+, D and F)

C. Pass-Fail Grading (S/U)

D. WF-W

1. WF is automatically assigned for withdrawal from a course after free drop date. The grade is treated as an F in the evaluation of GPR.

2. W may be assigned in exceptional cases to indicate satisfactory performance in courses from which a student withdraws after the free drop date. Forms are available in the Records Office.

E. Incomplete (I)

1. Indicates failure to complete some portion of the assigned work in a course.
2. By arrangement with the Instructor, the student will have 12 months in which to complete the work before a permanent grade will be recorded.

F. Audit (AUD)

1. Indicates a course was carried on an audit basis.
2. The student is not responsible for any course work and the grade is not computed in totals.

G. No Record (NR)

1. Assigned by Records Office only, in the event an instructor fails to submit a student's grade.
2. Temporary grade, to be replaced by a valid letter grade. If no grade is assigned, the student automatically will receive credit at the end of the following semester.

III. FACULTY GRADE REPORTING

All grades shall be due in the office of the Registrar as requested by that office. Grade sheets are to be hand-carried to the Records Office (not sent through the mail). The Registrar is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing. Final grades for graduating seniors must be handed in one week before graduation and this contingency may call for an earlier examination.

A. Final Reports of Grades

1. The faculty member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor signature in the space provided.
2. The faculty member cannot assign the following grades unless the option is indicated on the Grade Roll:
 - a. Pass-Fail grades can be assigned only when P/F has been preprinted near descriptions.

- b. An Audit cannot be assigned on a grade roll. If the student has opted to audit the course at registration, the audit area will be automatically plugged by the computer and the grade of AUD printed.
 - c. A WF grade should not be assigned by the professor. If a student has late-dropped or officially withdrawn, the WF grade will be plugged automatically by the computer.
 - d. A W grade cannot be assigned by anyone but the Records Office upon receipt of the approved form from the student's Dean.
3. An I should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or department. Incompletes are computed as F in a student's GPR. It is best to leave the area blank and use a Grade Roll Correction form for explanation. The final grade should be forwarded to the Records Office by an official letter from the faculty member.
 4. The detachable area on the right of the Grade Roll is to be used for posting grades within the department.
- B. Grade Roll Corrections

Grade roll corrections are used by the instructor to help make corrections to the Final Grade Rolls and must be completed as follows:

1. Student's full name (printed)
2. Student Number (social security number)
3. Department, course and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)
6. Type of change (mark only one with "X")
 - a. Attended this class but not on the roll--assign grade.
 - b. Never attended this class (possibly not enrolled in this section)
 - c. Dropped course officially before penalty date. Check this block if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.

d. Miscellaneous Change:

- i. Credit (for variable credit only), audit problem (i.e., an apparent auditor shown for credit or vice versa--indicate AUD for auditor, letter grade for non-auditor)
- ii. Pass/Fail problem (P/F option shown in error or missing--include grade)
- iii. Other--Explain as appropriate on lower line.

IV. GRADE CHANGES/ERRORS IN RECORDING GRADES

- A. In case of error in reporting of final grades, the Instructor shall complete the approved form and send it to the Registrar. The Registrar shall place the issue before the Academic Affairs Committee.
- B. If a student wishes to challenge his or her grade, it must be done before the end of the following semester.
- C. Special make-up work or examinations to change grades already recorded are not permitted.

V. WITHDRAWAL

A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of W rather than WF by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form will be sent to the faculty member to determine if the student has earned a W or a WF. This form is to be returned to the Records Office.

FEDERAL AND STATE GRANT SEEKING

The Institutional Research and Grants Office (Library 233, ext. 433) has the responsibility for coordinating federal and state grant seeking. The office will assist faculty in locating funding sources and in getting the proposals written, typed and supported. The following procedure is suggested for persons seeking federal grants:

1. Formulate the idea in one or two written pages.
2. Discuss the idea and the grant guidelines with Dr. Jan Yost, Director of Institutional Research and Grants.
3. File an A-95 form (available from the Institutional Research and Grants Office) with the Appalachian Regional Council Clearinghouse or with the Grants Director, Office of Research, University of South Carolina in Columbia.

4. Clear all drafts of the grant request with Dr. Jan Yost, Dr. Ron Eaglin and Dr. Olin Sansbury.
5. Two weeks prior to the grant deadline, submit a copy of the grant request to the Grants Director, Office of Research, University of South Carolina in Columbia.
6. Dr. B. A. Daetwyler, Vice President of Finance, University of South Carolina, signs proposals for the University system.

WEATHER EMERGENCY ANNOUNCEMENTS

The Vice-President will determine when hazardous weather conditions warrant releasing employees from duty. When USCS is to be closed, announcements will be made by local media. Employees who have questions may call the switchboard.

OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator." For calls to the Greenville area, request the "Greenville line." For all other calls, request the "Columbia line." If there is a waiting list, the requestor will be called when his/her turn comes and will then be notified that the line requested is available. The requestor then hangs up the telephone and when it rings again it should be the requested line. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus, dial the extension (four digits)

Regional or Branch Campus of USCS, dial the extension (four digits)

In Columbia--off campus, dial 9 and then the number

In State (not in Columbia, Greenville, or Spartanburg)--
dial 9 - 1 - number

Out of State--dial 9 - 1 - Area Code - number

Long distance information--dial 1 - Area Code - 555-1212

WHOM TO CALL

Advisement, academic assigning advisors, supplying materials, keeping records	Tom Davis	337
Audiovisuals	Becky Patterson	264, 265
ordering films	Jane Bradley	264, 265
reserving equipment	Jane Bradley	264, 265
Benefits	Treva Hamrick	323
Calendar, Master	Student Affairs	336
Cooperative Work-Study Program	Earl Gordon	413
Counseling students		
all kinds	Tony Pappas	412,413,414,415
academic and personal	Carol Smith	336
	Earl Gordon	413
	Mike Goree	412
career	Arthur George	414
Credit Union	Treva Hamrick	323
Emergency, accident or injury	Kathy Norman	243, beeper, 473-8173
Financial Aid, students	Al Gray	226, 227
General Studies 121-122	Jane Davisson	341
placement of students in	Sally Dare	349
Grants	Jan Yost	433
Jobs, part-time, full-time	Arthur George	414
Library:		
reference questions	Valerie Burnie	410,411,420,421
interlibrary loans	Valerie Burnie	410,411,420,421
reserve material	Gwen Gaither	410,411,420,421
<u>choice</u> cards	Valerie Burnie	410,411,420,421
submitting approved orders	Anne Bailey, Judy Dye	410,411,420,421
arrival of orders	Anne Bailey, Judy Dye	410,411,420,421
state of division budget	Anne Bailey, Judy Dye	410,411,420,421
other budget questions	Bob Perrin	410,411,420,421
Library policy	Bob Perrin	410,411,420,421
Library instruction for class	Valerie Burnie, Bob Perrin	410,411,420,421
Lost and Found	Student Affairs	336

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Notarizing papers	Brenda Weaver	322
Nurse	Kathy Norman	243
Orientation for new students	Tom Davis Carol Smith	337 336
Parking (faculty and student), stickers and policy enforcement, tickets	Public Safety	269
Pay checks: incorrect, delayed, withholding, dates of, etc.	Treva Hamrick	323
Personnel records	Treva Hamrick	323
Printing	Doyle Boggs, Janella Koob	210, 211
Publicity	Doyle Boggs, Janella Koob	210, 211
Public Safety	Mike Bruce	269 (578-7827 when switchboard is closed)
Records, student academic	Frances Hackett	222
Rooms:		
regarding classes	Eric Jolly	220, 221
reserved for meetings, etc. (except Conference Room)	Peggy Rowe	336
reserving Conference Room	Toni McKissick	200, 201
Security	Mike Bruce	269 (578-7827 when switchboard is closed)
Students:		
organizations and activities	Tom Davis	337
address, phone, schedule	Records Office	222
academic records	Frances Hackett	222
Supplies	Division Secretary	
Testing: professional, personal, vocalional, SAT applications	Mike Goree	412
Traveling Road Shows	Tony Pappas	414, 415

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Tutoring Lab

Malcolm Sanders
Jane Davisson

391
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Veterans

Al Gray

226, 227

Word Processing

typing, composition

Gretchen Worth,
Linda Bowen

245

duplicating, layout

Becca Thurmond

245

SERVICES

LIBRARY

The information below should answer the most frequently asked questions about the Library's policies, but if more information is needed, please call the Library. A copy of the Library Manual is kept at the circulation desk for anyone who cares to look through it.

Circulation policies

Books are checked out for at least two weeks and are due the last date stamped on the date card.

Books may be renewed as many times as desired unless someone else requests them.

Books requested by someone else are called in on the date due; overdue books requested by someone else are called in immediately.

Fines are not charged for overdue books unless the borrower is late in returning them after the books have been called in for someone else's use.

All books should be returned before the end of each semester, and if they are not returned, the borrower is billed for them. The return of a book after the Library has ordered a replacement copy of it does not clear the borrower's record; the book must be paid for.

All books lost or damaged so that they cannot be used must be paid for by the borrower.

All Library records involving names of people requesting books or information and reference help are confidential and will not be made available.

A charge of \$3.00 is made for lost Library Borrowers' Cards.

Circulation policies are the same for all USC-Spartanburg Library users.

Reserve material policies

For students' convenience, required reading for courses may be put on reserve in the Library by the instructors. Faculty members must fill out a Reserve Request Form (see example in "Sample Forms") for each class each semester. Please allow one week for the Library to process any materials you want on reserve. Faculty members determine what type of reserve they want from the kinds the Library offers, but for the time something is on reserve, all students using the material are bound by the Library's rules.

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the Library earlier in writing or by phone call that an item is no longer needed.

Periodicals and reference works owned by the USC-Spartanburg Library will not be put on reserve.

Any work owned by another Library will not be put on reserve except for works owned by Cooper Library in Columbia on reserve for students in the Graduate Regional Studies Program.

Faculty members may not change the type of reserve they requested except by calling or writing to Ms. Gaither or Mrs. Pappas.

Reserve materials are determined by faculty members, therefore, any record of which students checked out which item is available to the faculty member who placed the material on reserve.

Photocopies for reserve will not be made by any staff member in the Library; each faculty member is responsible for all photocopies he or she wants on reserve.

No material will be accepted for reserve if violation of the Copyright Law is involved.

Xerox machine

If material owned by the Library is to be copied for non-personal use by a faculty member, the charge is absorbed by the Library.

Material not owned by the Library may not be copied on the Xerox machine without payment being made in cash by the faculty member; other machines on campus may be used and charges made to departments for such copies.

Interlibrary loans

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge such material, the faculty member must have a "Request for Direct Expenditure" form signed by the division chairperson, and the form must be given to a reference librarian at the time the interlibrary loan is requested. Forms are available in division offices and in the Business Office.

For other interlibrary loans, the borrower is responsible for any charges which the lending library may have.

For any other information about interlibrary loans, call the Library or stop by.

Classes in search methodology

The librarians provide programs for using the Library efficiently. Each faculty member wanting to make use of this service for classes should call the Library to make arrangements with a reference librarian.

AV equipment

The Library serves as a checkout point for faculty members in the Library Building who want to use AV equipment. All scheduling of the equipment must be done through Becky Patterson's office; the Library has only equipment which has been scheduled, and the staff cannot obtain or check out anything unless it is brought to the Library by the AV staff.

Borrowing books from Cooper Library in Columbia

Faculty members and students at Regional Campuses may borrow books from Cooper Library at USC in Columbia. To do so, you must have a validated ID card, just an ID card will not do. On this campus, validation stickers for faculty members can be picked up in the Business Office. Books checked out from Cooper Library must be returned to Cooper Library by the borrower; they may not be returned to the USC-Spartanburg Library.

If you want to know about any other policies, procedures or services, please call or come by the Library.

CHILD DEVELOPMENT CENTER

Day care services are available at the Child Development Center, located on the campus. The hours of the regular program are from 7:30 a.m. to 5:30 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially and physically. Weekley field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers and students strive to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is \$22.00 per week. Visitors are welcome.

In addition, an after-school drop-in day care service is available during the academic year from 3 p.m. to 8:30 p.m. Cost is 75¢ per hour for the first child in a family, \$1.00 for two children in the same family, and \$1.25 for three children in the same family.

TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is available in the Library Building, 2nd floor. Its operation can be explained by Susan Gilmore. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available from division secretaries.

TRAVELING ROAD SHOWS

The Counseling and Career Development Center offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is of presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I Do With a Major in _____?

Psychology	Physical Education
Political Science	Sociology
Sciences	Education

The Career Development Center - Goals, Functions, Staff,
and Services to Faculty and Students.

How to Interview a Prospective Employer.

How to Fill in an Employment Application.

Values Clarification Exercise.

Group Career Exploration in One Hour.

How to Set Up a Placement File (For Seniors).

Career Education and the New Curriculum.

The World of Work.

I Can Be Anything (Film and Discussion).

Assertiveness Training - One Hour Introduction.

Group Administering of Tests and Inventories.

Self-Directed Search
Edwards Personal Preference Scale
Allport Study of Values

Time Management for the College Student.

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number. Call Carol Smith at 336 or Counseling Center at 412.

TUTORING LAB

The Tutoring Lab is open to all students at the University at no fee. The lab is staffed by assistants and work-study students who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab.

1. English
2. Mathematics
3. Social Sciences and Physical Science
4. Study skills for ALL disciplines
5. Business Administration
6. Nursing

The Tutoring Lab will operate from 9:00 a.m. to 4:00 p.m. and during evening hours designated each semester. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

1. Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.
2. Lab Acknowledgement of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.
3. Tutoring Lab Evaluation of Student. This form provides the referring professor with information concerning competencies gained by the student.
4. Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

For additional information, contact Malcolm Sanders, Ext. 391.

READABILITY EVALUATION OF TEXTBOOKS

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evaluation determines the reading level appropriate for the text, given as a class level (e.g., tenth grade reading level, thirteenth grade/or freshman reading level). Requests should be made to Jane Davisson, ext. 341.

STUDY SKILLS PROGRAMS

One and two-day classroom programs may be requested by faculty members for their individual classes on:

- "How to Study"
- "Friend or Enemy-Tests"
- "There are Only 24 Hours in a Day"
- "How to Memorize"
- "Underlining or Outlining?"

Requests should be made to Jane Davisson, Director of Developmental Services, Ext. 341.

CAMPUS NURSE

The office of the campus nurse, Kathy Norman, is located in A301 (ext. 243). She provides nursing services for minor illnesses and first aid in care of injuries. She also teaches lab, so she will not be in her office at all times. If there is no answer at her extension, call 573-8173 and give your message at the sound of the beeper.

EMERGENCY PROCEDURE:

1. In case of accident or injury on campus, faculty members are normally asked to notify the campus nurse (Kathy Norman, ext. 243) or 573-8173.
2. If the problem is in the nature of an emergency (heart attack or any situation obviously requiring an ambulance, etc.), call the switchboard operator before contacting anyone else so that emergency assistance can be on the scene more quickly. Then the campus nurse or security guards (evenings and weekends) can be contacted.

NATURAL AREA

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 336. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use in the area.

DIVISION SECRETARIES

Each division has a secretary to aid the faculty members of the division in completing their job-related tasks. Division Chairpersons establish their secretary's responsibilities and the procedures to be followed by division members. All travel vouchers, purchase orders, and requests for supplies are to be handled through division secretaries.

COUNSELING, CAREER DEVELOPMENT AND PLACEMENT SERVICES

Personal problem solving, career planning and placement services are provided by the Counselors in the Counseling and Career Development Center and the Hodge Center. The Career Development Center houses a career information library and a placement office.

The center offers programs in (1) Personal Counseling, (2) Career Planning and Development, and (3) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine students' interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The Placement Office is responsible for the placement activities for all USCS students (including Nursing Students) and Alumni. Its primary function is to assist in finding and securing part-time and full-time employment. Job opportunities are posted on campus bulletin boards in the Media Center, Library Building and the Hodge Center. Chairpersons of academic divisions are notified of interviewing opportunities available to students in their fields. Seniors are encouraged to register and set up credentials files prior to graduation.

A large career information library, including employer information, is provided for faculty and students. Several lists of employers' names and addresses are available for students desiring to make individual contact with employers, and credentials files are sent upon their requests.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, job search techniques, and interviewing. The program is affiliated with the College Placement Council on the state, national and regional level. The center also has information on summer jobs for faculty.

The placement office is located in the Counseling and Career Developmental Center, 2nd floor, Media Building. Telephone 412 for more information.

AUDIOVISUAL SERVICES

Audiovisual services are available for all faculty and students. Services originate from the Director's office, M131. The department is staffed by Becky Patterson, Director; Jane Bradley, Secretary/Technician; Alan Gray, Graphic Artist and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e., which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented.

Demonstration in use and operation of equipment.

Available equipment:

16 mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Lantern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3/4" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	darkroom services
35mm slides	- B&W prints
-lettering (titles, tables graphs, etc.)	- color slides
-copy work	8mm filming
-duplicating	video taping
-diaz	audio tape duplicating
overhead transparencies	laminating
-thermal	print-ready graphics and drawings
-diaz	
-color lift	

To request services, call or bring ideas to Audiovisual Services (ext. 264/265). A work order will be completed and a completion date projected. More professional results are produced when ample time is allowed.

To request equipment:

Equipment must be scheduled 24 hours in advance with Jane Bradley. Equipment is locked in storage areas in each building. If equipment is reserved in advance, it may be picked up from:

- in administration building - switchboard
- in Hodge Center - Mary Taylor
- in Library Building - Eleanor McCaughrin
- A/V Distribution Center
- in Media Building - Audiovisual Production Center

To request film rentals:

All film rental orders are handled through audiovisual services. Film Request Forms (see "Sample Forms") are available from audiovisual services (M134) and Division Secretaries. Completed form should be returned to Jane Bradley for ordering.

Films are available from many sources. Catalogues will be found in M134. For films from free sources, University of South Carolina in Columbia, University of Iowa, Kent State and Indiana University, forms must be turned in at least two weeks in advance. For all other sources, at least four weeks is required. In general the earlier films are ordered, the greater the chance of confirmation. Unless otherwise stated, the films come for 1-3 days use and must be returned on time.

COMPUTER SERVICES

Computer service for academic and research is provided to Faculty members and students by the Computer Services Division. Consultants are provided to assist with programming and statistical and mathematical analysis, and offers short courses to acquaint users with procedures and programming languages.

The Division's capabilities are built around a Data 100 terminal which is linked to a central IBM 370/168 in Columbia. Time-sharing terminals are also available. Support hardware, located on the Columbia campus, includes an Optical Mark Page Reader, a Calcomp Plotter and a Microfilm Output Unit.

Normal operations hours are:

Fall and Spring Semesters

8:00 a.m. - 9:00 p.m.	Monday through Thursday
8:00 a.m. - 5:00 p.m.	Friday
2:00 p.m. - 6:00 p.m.	Sunday

Summer Semesters

9:00 a.m. - 4:00 p.m.	Monday through Friday
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Requests for additional services, such as tours or expended operation hours, must be directed to the Manager of Computer Services.

WORD PROCESSING CENTER

The Word Processing Center was established to provide administrative and clerical support services to faculty, staff, and administrative personnel. Services include routine typing of tests, handouts, memoranda, correspondence, proposals, and miscellaneous documents, and duplication thereof, on a rapid turnaround basis. A pick-up and delivery service ensures prompt response to all requests.

The Center currently has two IBM selectric typewriters plus an IBM Mag Card II Memory typewriter. First drafts and projects which may require later revision are recorded on magnetic cards in order to simplify the revision process and eliminate retyping of major portions of such tasks. The Mag Card II typewriter is also used for multiple individualized letters and repetitive tasks. An IBM 6240 typewriter is on order; this machine has the memory and recording capabilities of the Mag Card II combined with a greatly increased speed. It can play out recorded material at a rate of over 600 words per minute. This equipment should thus triple our production of automated typing and shorten turnaround time dramatically.

An IBM Composer is also available for the preparation of "camera-ready" copy for brochures, flyers, and justified material. A more sophisticated mag card Composer is on order; it will have built-in memory and will enable us to record material on mag cards for future revisions. The Composer incorporates the ability to justify copy automatically and use a variety of type fonts in sizes ranging from 6-point to 12-point type, providing the capability of composing quality direct-impression typesetting for special projects. Also on hand is an A. B. Dick Varafont headliner for setting heads in 14 to 36 point type. With the arrival of the new mag card composer we will have the capability of preparing large tasks, such as the annual Catalog, and recording each page so that annual revisions can be made with a minimum of original typesetting. In addition to the time and cost savings, quality control can be maintained and proofreading/correction time can be slashed dramatically.

The Center also has an IBM 6:5 Recorder system so that principals can dictate correspondence and material from a telephone for transcription at the Center. We have had some problems with the system and it is being replaced in the immediate future with a Lanier recording system. The Lanier system combines the telephone recording capability with the convenience of cassettes, a great improvement over the discs used with the IBM equipment. Because standard cassettes are used with the playback equipment, principals may record on home portable recorders when telephone access is inconvenient, i.e., at home over the weekends, in the car, or at out-of-town meetings. The cassettes may then be dropped off at the Center for transcribing.

Copying is done on an IBM Copier III. The Copier III provides clean copy of all material; it incorporates reduction capabilities, a "duplex" feature which provides front-and-back printing, and a 20-bin collator. Tentative planning calls for the future acquisition of a multilith printing press. A multilith press is more economical than the Copier III on large runs and would greatly increase our printing capacity. It would enable us to process brochures and bulk mail flyers which currently must be sent out to independent job printers. Such a press would effect substantial savings in printing bills and thus would pay for itself in a reasonable period of time. Present Center personnel are in the process of acquiring the necessary skills for the operation of this equipment so that no increase in personnel is anticipated for this expansion of service.

The Center personnel are constantly seeking new methods and procedures to improve the quality, quantity, and efficiency of their support services. Your positive suggestions will be welcomed.

PARKING

It is the University of South Carolina at Spartanburg's practice to register vehicles of faculty members with the Office of Student Affairs. Vehicles are required to have a current parking decal fixed to the left rear bumper. Decals are not transferable and registrants agree to remove them on disposing of vehicles or on severance of University connection.

Traffic and parking regulations are published annually. Copies may be obtained from the Office of Student Affairs.

CAMPUS SECURITY AND EMERGENCIES

The Campus Security is located on the first floor of the Administration Building. This department handles all security matters, including traffic control. In case of an emergency dial Ext. 269. If there is no answer, call the USCS switchboard. Reports of thefts, vandalism, traffic accidents and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security. Nights and weekends call 578-7827.

Other emergency numbers include: County Police 582-6791; Fire Department 576-3211; Emergency Medical 585-9156. On internal University phones dial 9 to obtain an outside line.

MAIL SERVICE

Mail is collected from and delivered daily to all departments by the Campus Mail Service. Internal correspondence between departments and divisions of the University is also handled by this agency.

INFORMATION SERVICES

News media relations and publications functions of the University of South Carolina at Spartanburg are coordinated by the Director for Information Services. Information Services is the central release agency for news of University events and personnel. Faculty should consult the Director for Information Services when their activities involve off campus publicity. Faculty are also requested to inform Information Services of their activities, such as important community service, publications, and scholarly achievements.

RECREATIONAL FACILITIES

G. B. Hodge Physical Education Center. The University's Physical Education Center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

Equipment available on a no-charge basis includes: badminton racquets, basketballs, footballs, golf clubs, jump ropes, medicine balls, volleyballs, ping pong equipment, soccer balls, softball equipment, and weights.

Locker Room and Clothing Fees. All faculty, staff, and dependents who wish to use the locker room and use a lock and locker may do so free of charge by checking with the Athletic Office.

Tennis Courts. Our new tennis complex, adjacent to the Child Development Center, should provide many enjoyable hours for both students and faculty. Physical Education classes and the tennis team have priority for use of the courts. Please check the rules, which are posted.

THE CAMPUS BOOKSTORE

The campus bookstore, located in the Hodge Center, offers to both students and faculty the necessary curriculum textbooks and other course related materials. In addition to a large selection of general trade books, it also makes available supplemental, campus oriented merchandise. At the appropriate times academic regalia and class rings are offered through the bookstore.

DUPLICATING FACILITIES

Each building is equipped with a spirit duplicator, a mimeograph copier and a xerox or IBM copier for the convenience of the faculty and staff.

SAMPLE FORMS

White
Yellow
IBM Card

Records Office
Student's Copy
Computer Services

ADVANCED STANDING BY EXEMPTION OR BY EXAM

STUDENT NUMBER

Social Security Number

Check
Digit

Last Name

First

Middle

1

9

10

OFFICIAL USE ONLY

Term

Type

Transaction Date

Dept. Abbrev.

Course No.

Credit

C 6 7
11 13

14 16 17

18 23

24 27

28 32

36 37

EXEMPT.

EXAM

Course Title

42

43

57

80

FOR STUDENT RECORDS USE ONLY

Received by

Date

Recorded by

Date

Signature of Dean or Department Head

Signature of Instructor

UNIVERSITY OF SOUTH CAROLINA
CHANGE OF SCHEDULE
PLEASE PRESENT ID CARD AND FEE RECEIPT WHEN COMPLETING THIS FORM

AS-15
6/76

LAST NAME

FIRST

MIDDLE

STUDENT NUMBER

SOCIAL SECURITY NUMBER

C 6
11 12

OFFICIAL USE ONLY

TERM

TYPE

TRANSACTION DATE

MO DAY YR
18 23

DEPT. ABBREV. PREFIX
24 27

COURSE NUMBER

SUFFIX

SECTION

CREDIT

"X" APPROPRIATE BOX (13)

13
ADD

SECTION
CHANGE
EXTRA
COURSE

(A = AUDIT)
(G = CREDIT)

1 - STUDENT SIGNATURE

2 - INSTRUCTOR OR DEPARTMENTAL OFFICE

SIGNATURES REQUIRED

ADDS-ALL, SECTION CHANGE-1 & 2,
DROPS-ALL, EXTRA COURSE-ALL

3. ADVISOR OR DEAN OF SCHOOL OR COLLEGE

COURSE
TITLE

RIGHT JUSTIFY ALL BLOCKS
USE LEADING ZEROES

ARE YOU PRESENTLY A GRADUATE ASSISTANT PAYING REDUCED FEES? YES ☐ NO ☐
IF YES, YOU MUST HAVE THE APPROVAL OF THE DEAN OF THE GRADUATE SCHOOL.
ARE YOU PRESENTLY RECEIVING VETERANS' BENEFITS? YES ☐ NO ☐

PRESS FIRMLY-USE BALL POINT PEN. PLEASE PREPARE YOUR FEE RECEIPT WITH THIS FORM.

White
Yellow
IBM Card

Records Office
Student's Copy
Data Control

MAKE-UP GRADE - INCOMPLETE (I)

Current Term: ☐ ☐ ☐ ☐

Currently Enrolled: Yes ☐ No ☐

Social Security Number

1 9

Last Name

First

Middle

OFFICIAL USE ONLY

Term

Type

Transaction Date

Dept. Abbrev.

Course No.

Section

Credit

C 6 8
11 13

14 16 17

18 23

24 27

28 32

33 35

36 37

New Grade
38 40

Type of Credit
(U) U/Graduate
(G) Graduate
53

Course Title
57 80

FOR STUDENT RECORDS USE ONLY

Received by

Grade
Change
Current
Semester
Make-up
Previous
Semester
Add to Yearly
Check only one
Yes ☐ No ☐

Recorded by

Grade of "I" was assigned:
Semester _____ Year _____
Date work completed _____
Signature of Instructor _____

intra-office memo

Date March 25, 1977

From: Transportation/Security Dept.

To: All users of vehicles

Subject: USCS motor vehicle request

USCS MOTOR VEHICLE REQUEST

All USCS vehicles are marked with State Seal and are for official travel only. All out of state travel must be approved by the Dean for Administration. If you are requesting a vehicle for out-of-state travel, please fill in the appropriate space.

TYPE OF VEHICLE REQUESTED: () Sedan, () Maxi-Van, () Station Wagon,
() Large Bus

NAME OF PERSON FILLING OUT REQUEST: _____

ACTIVITY AND SPONSOR REQUESTING VEHICLE: _____

WILL SPONSOR ACCOMPANY GROUP? YES() NO()

DESTINATION & FUNCTION: _____

DATE REQUIRED: _____

TIME REQUIRED: _____

APPROXIMATE MILEAGE ROUND TRIP: _____

DATE TO BE RETURNED: _____

TIME TO BE RETURNED: _____

NAME OF DRIVER: _____

DOES DRIVER HAVE VALID S.C. DRIVERS LICENSE? YES() NO()

APPROVAL BY DEPARTMENT HEAD OR DIVISIONAL CHAIRPERSON: _____

APPROVAL OF DEAN FOR ADMINISTRATION (for out of state travel) _____

LIST BELOW ALL PERSONS WHO WILL BE PASSENGERS. IF MORE SPACE IS NEEDED, USE
BACK OF PAGE.

2021

ਸ੍ਰੀ ਭਗਵੰਤ ਸਿੰਘ ਸਾਹਿਬ

TRAVEL REQUEST

Travel requests must receive prior approval by the Division Chairperson, and be filed with the division secretary before the trip. The division secretary will submit the form to the business office. The bottom half of the form is to be filled in upon completion of travel.

Vander

approve

Date _____

Initiated by

ප්‍රශ්න: නැත

Business Mex.

4. Vendor must be notified to send invoices to - Business Office
USC-Spartanburg
Spartanburg, S. C. 29304

REQUEST FOR DIRECT EXPENDITURE

This form is virtually obsolete. (See comments on the
"Request for Purchase" form on the previous page.)

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

REQUEST FOR PURCHASE

SUPPLIER

REQUESTING DEPARTMENT

DATE

APPROVAL

INITIATED BY

DEPT. HEAD

STRESS OFFICE USE ONLY

DEPT

FUND

CLASS

QUANTITY
OR UNIT

DESCRIPTION OF ARTICLE

CATALOG
NO.

UNIT PRICE

TOTAL

TOTAL

REQUEST FOR PURCHASE

This form is to be completed and submitted by the Division Secretary. It requires the signature of the Division Chairperson.

It is important that all requests be submitted well in advance of actual need of the items, since processing in Columbia usually requires two weeks. On major purchases, such as equipment and furniture, the entire process can take twelve weeks or longer, since these items must be put out for competitive bid.

Whereas in the past some items could be purchased by a Direct Expenditure Voucher, virtually all items must now be handled by a formal purchase order--to comply with new state purchasing policies. This includes such items as rentals, supplies, hiring of consultants, dues, services. These must now be handled by a purchase order and must be submitted well in advance.

No one, faculty or chairperson, should make any commitment to any supplier. Only the purchasing department in Columbia is permitted to make an actual commitment to purchase.

EXAMINATION COPY
REQUEST FORM

DATE _____

103

SUBJECT: _____

CITY, STATE, ZIP: _____

Gentlemen:

I would like an examination copy of the following book(s) _____

for possible adoption as a required text in my course _____

the course beings _____ and will have an approximate enrollment of _____ students.

I have not previously received a sample or desk copy of this book. Please send _____

NAME _____

DEPARTMENT _____

COLLEGE _____

CITY AND STATE _____

ZIP _____

DESK COPY REQUEST FORM
(See notes at bottom)

(Rev. November 1972)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)

(Street)

(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____
(Course number and Title) My order for _____ copies of this
(Number)

text was placed with _____
(Name of Bookstore)

on _____, I have not previously received a desk* or complimentary* copy of this
(Date)
text.

Name _____ Rank _____
Department _____
School _____
Street Address _____
City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

* Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

* Complimentary Copy - A book sent to a faculty member for consideration for adoption.

On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

ADMINISTRATIVE SERVICES

TO: All Instructors
FROM: T. Luther Gunter, Registrar
SUBJECT: Grade Roll Corrections

The reverse side of this page is the form on which you can notify the Registrar's Office of apparent errors in the enrollment records of one of your classes. Note that one form is used for each section. If it is necessary to use this form, please fill it out completely (instructions below) and paper clip it to the original grade roll for that section. Please do not use staples. Note that this form can be used only in conjunction with an existing grade roll. On completion of all of your final grade sheets and corrections, please submit them to your department head, who will be responsible for turning in all final grade sheets from the department to Records Office by the pre-determined deadline.

Since this form will become a part of our premanent grade records, all entries must be completed as follows:

1. Student's full name (printed)
2. Student Number (social security number)
3. Department, course, and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)
6. Type of change (mark only one with "X")
 - A. Attended this class but not on the roll - assign grade.
 - B. Never attended this class - (possibly not enrolled in this section)
 - C. Dropped Course Officially before Penalty Date. Check this block only if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
 - D. Miscellaneous Change -
 - i. Credit (for variable credit only), audit problem (i.e., an apparent Auditor shown for credit or vice versa - indicate AUD for Auditor, letter grade for Non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing - include grade)
 - iii. Other - Explain as appropriate on lower line.

IMPORTANT: Your corrections help us straighten out enrollment problems remaining at grade time. However, before any change is processed the student's official registration material will be checked.

If our search uncovers an error in recording a student's registration, we will correct that error and take the action you request on this form. If no error is found, however, no change will be made. In that case, it is the responsibility of the student, having been notified by the Final Grade Report, to come and initiate whatever corrective action is appropriate.

FOR RECORD USE ONLY
YEAR TERM TYPE

GRADE ROLL CORRECTION FORM

FOR RECORD USE ONLY
MO DA YR

TYPE OF GRADE UPDATE _____
TERM _____ PAGE _____

THIS SPACE FOR INSTRUCTOR'S USE ONLY: (READ THE REVERSE SIDE OF THIS FORM BEFORE ENTERING ANY CORRECTIONS ON A STUDENT)

Last	First	Middle	Student Number (Social Security Number)	Department Use Standard Abbreviation	Course Number	Section		Credit Use Leading Zeros	Grade	***CHECK ONLY ONE***			MISC. OTHER (explain below)
						Use Leading Zeros	Use Leading Zeros			ATTENDED THIS CLASS	NEVER ATTENDED THIS CLASS	POSTED COURSE OFFICIALLY BEFORE PENALTY DATE	
1													
2													
3													
4													
5													

USE ONE SHEET PER SECTION

BELOW AREA TO BE USED BY INSTRUCTOR TO GIVE BRIEF DESCRIPTION OF CORRECTION ON ANY STUDENT WITH A TYPE OF CHANGE SPECIFIED AS A MISCELLANEOUS CHANGE.

1. _____
2. _____
3. _____
4. _____
5. _____
INSTRUCTOR'S SIGNATURE _____

THIS SPACE FOR STUDENT RECORDS ONLY

Date _____

White — Routing Copy
Canary — Dean's Copy
Pink — Pending File**ASSIGNMENT OF "W" GRADE FOR MEDICAL REASON OR EXTENUATING CIRCUMSTANCES AFTER PENALTY DATE**

A student withdrawing from the University or an individual course before the last date to withdraw without academic penalty will have no entry on his transcript for the course(s). A student withdrawing from the University or dropping a course *after* the free drop date will normally receive a grade of "WF." However, a grade of "W" may be assigned for a drop after the free drop date in exceptional cases requiring the concurrence of the appropriate academic dean and the instructor(s). This special assignment of the "W" grade is used primarily in cases of full withdrawal from the University during the term, or withdrawal from an individual course, for medical reasons. If approved by the academic dean and the instructor, a grade of "W" can be assigned for any course. The grade of "W" will not appear on the student's transcript until this request is approved and submitted to the Records Office. NOTE: in cases where the form is not returned to the Office of Student Records in 30 days from the date of withdrawal, the Registrar will make the decision.

In accordance with the withdrawal policy as set forth by the Faculty Senate, I request the following grade be assigned to:

Last Name	First	MI	Student Number	School/Major
Date of Withdrawal _____ Term _____				

For Individual Course Grades:

Department	Course Number	Section	Instructor	"X" Appropriate Box
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []

Reason for this request: _____

Additional comments may be attached.

Approved by: _____
Dean's Signature

Return to: Student Records Office
Petigru College, Campus

Posted by: _____

INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name: _____ Office Room No. _____

Course Taught: _____ Telephone: _____

Student's Name: _____ Date: _____

Please complete the following:

1. Why have you suggested the student visit the Lab?
2. List student's specific needs.
3. How often are you requiring the student to visit the Lab?
4. What specific date should the student begin visiting the Lab?

After receipt of this form referring a student to the Lab, I will
notify you when the student begins his Lab work.

Return this form to: Malcolm Sanders
Tutoring Lab Coordinator
Room A-216 L

This form, and the three that follow are used by the Tutoring Lab, and are discussed on pages V-7 and V-9.

LAB ACKNOWLEDGMENT OF STUDENT REFERRAL

Date _____

From: Malcolm Sanders, Tutoring Lab Coordinator

To: _____

Re: _____

This is to acknowledge that the above student reported to the Tutoring Lab on _____ for the purpose(s) stated in your referral. A follow-up report will be submitted to you upon completion of our lab work.

TUTORING LAB EVALUATION OF STUDENT

Attention: _____ Date: _____

Student's Name: _____

Reason for Lab Visit:

☐ Teacher-referral

☐ Self-referral

Tutor's comments (proof of competency):

Tutor's signature: _____

Instructor Feedback Sheet

Instructor: _____

Course: _____

Student: _____

Comments on Lab procedure and student improvement by the Instructor:

Return to: Malcolm Sanders
Tutoring Lab Coordinator
Room A-816 2.

UNIVERSITY OF SOUTH CAROLINA
SPARTANBURG REGIONAL CAMPUS

11 PAGE

FILM LIBRARY

TESTED BY	DATE

APPROVAL OF DEPARTMENT HEAD	DATE

NO.	TITLE	CHOICE OF DATES		DO NOT SEND AFTER	DO NOT USE THIS COLUMN
		1st	2nd		

FILM REQUEST FORM

To be submitted to Jane Bradley, A-202. Discussed
on p. V-4.

١٠٠

2000

(These numbers are handwritten on the left hand margin of copies made from each sheet you make.)

THE UNIVERSITY OF CHICAGO

卷之五

مجلسه اول

1875

THE GREAT HINDU GODS

ՀԱՅԿԱՅԻՆ ԵՐԵՎԱՆԻ

卷之四

卷之九
 卷之十
 卷之十一

[illegible]

RESERVE REQUESTS

For requesting that the library place certain books on reserve for student use. For information on reserve policy see the section on the library in the "Services" section, p.V-1.

APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.
2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

Student's Name _____

Social Security No. _____ Semester _____ 19____

Course Number _____ Credit Hours _____

Course Description: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

_____ Advisor	_____ Student's signature	_____ Date
------------------	------------------------------	---------------

_____ Division Chairperson	_____ Instructor's signature	_____ Date
-------------------------------	---------------------------------	---------------

Student is to present his copy when registering for the course.

cc: Instructor
 Advisor
 Records and Admissions
 Student

FOR RECORDS USE ONLY:

() Approved

() Disapproved

_____ Signature

APPLICATION FOR INDEPENDENT STUDY

Discussed on page IV-2

Discussed on page IV-2

REQUEST FOR ADDITION OF NEW COURSE

Course Name: _____

Course Credit: _____

ॐ नमो भगवते वासुदेवाय ॥

Manufacturer (Company):

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is responsible for the investigation. The investigator must identify the problem and the scope of the investigation. The investigator must also identify the objectives of the investigation and the methods to be used. The investigator must also identify the resources available for the investigation.

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the specific issue or situation that is causing concern or difficulty. It is important to be as precise as possible in describing the problem, including any relevant facts, figures, and circumstances. Once the problem is clearly defined, the next step is to identify the causes of the problem. This involves analyzing the situation and identifying the factors that are contributing to the problem. This may involve looking at the problem from different perspectives, such as the perspective of the affected parties, the perspective of the organization, or the perspective of the community. Once the causes of the problem are identified, the next step is to develop a plan of action. This involves identifying the specific steps that need to be taken to address the problem, and assigning responsibility for each step to a specific person or group. The plan of action should be realistic and achievable, and should take into account any potential obstacles or challenges. Finally, the last step in the process is to implement the plan of action and monitor the progress. This involves putting the plan into action and tracking the results to ensure that the problem is being effectively addressed. It is important to be flexible and willing to make adjustments as needed, and to communicate regularly with the relevant parties to ensure that everyone is on the same page.

1. The first step in the process of identifying a problem is to determine the nature of the problem. This involves a thorough analysis of the situation and the identification of the key issues. Once the problem has been identified, the next step is to develop a plan of action. This plan should outline the steps that need to be taken to address the problem and the resources that will be required. The third step is to implement the plan. This involves putting the plan into action and monitoring progress. Finally, the fourth step is to evaluate the results. This involves assessing the effectiveness of the plan and making any necessary adjustments.

THE ABOVE INFORMATION WAS OBTAINED FROM THE RECORDS OF THE BUREAU OF THE INDIAN AFFAIRS, DEPARTMENT OF THE INTERIOR, WASHINGTON, D. C. 20540. IT IS HEREBY CERTIFIED THAT THE INFORMATION IS TRUE AND CORRECT AS FAR AS THE RECORDS OF THE BUREAU OF THE INDIAN AFFAIRS, DEPARTMENT OF THE INTERIOR, WASHINGTON, D. C. 20540, ARE CONCERNED.

[illegible]

300

1123

REQUEST FOR ADDITION OF NEW COURSE

Discussed on page IV-7.

ADVISORS SUMMARY SHEET

ADVISORS NAME

Social Security No.

(Last)

(First)

(Middle)

High School Rank: 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Math SAT Math SAT

GRADE PLACEMENT: MATH 100 MATH 101 MATH 102

GRADE PLACEMENT: NEEDS CST 121 CST 122 DOES NOT NEED

High School Math Courses:

Algebra I
Trigonometry

Algebra II
Calculus

Geometry
Other

REMARKS:

ADVISORS SUMMARY SHEET

Discussed on page IV-6

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG

Textbook Procurement Form

1. Course Number and Title _____
Copies _____
Text and course material required for this course:
Text Title _____
Author _____
Edition _____
Publisher _____
Will text be reused? Yes No What? _____
2. Text Title _____
Copies _____
Author _____
Edition _____
Publisher _____
Will text be reused? Yes No What? _____
3. Text Title _____
Copies _____
Author _____
Edition _____
Publisher _____
Will text be reused? Yes No What? _____

Signature of Faculty Member

Signature of Division Coordinator

Semester 19__

Please submit separate form for each course.

3-16-76

TEXTBOOK PROCUREMENT FORM

Textbook orders are submitted to the bookstore
on this form.

These forms are normally available from Division Secretaries.

Additional information is on the back of some forms.

FINAL GRADES

FALL 1976

SEMFESTIR

12/01/76

COURSE FIVE

INSTRUCTOR'S
SIGNATURE _____

6			
5			
4			
3			
2			
1			
0			
9			
8			
7			

USE PENCIL TO FILL RECTANGLE

USE PENCIL TO FILL RECIANGUL

CSC1	385	001
DEPT.	COURSE NO.	SECTION

PLEASE REACH CAREFULLY
AND POS,

[illegible]

KINDS OF MOTIONS USED IN PARLIAMENTARY PROCEDURE

The following motions are listed in order of their rank. When a group is considering any one of them, you may not introduce another that is listed below it. But you may introduce another that is listed above it.

To Do This	You Say This	May You Interrupt Speaker?	Second Needed?	Motion Debated?	Motion Amendable?	Vote Needed
PRIVILEGED MOTIONS deal with the welfare of the group, rather than with any specific proposal. They must be disposed of before the group can consider any other type of motion.						
Adjourn the meeting.....	"I move that we adjourn."	no	yes	no	no	majority
Recess the meeting.....	"I move we recess until ____."	no	yes	no	no	majority
Complain about noise, room temperature, etc.....	"Point of privilege".....	yes	no	no	no	none, chairman rules

SUBSIDIARY MOTIONS provide various ways of modifying or disposing of main motions. They must be acted upon before all other motions except privileged motions.

Suspend debate on a matter without calling for a vote.....	"I move we table the matter."	no	yes	no	no	majority
End debate.....	"I move the previous question."	no	yes	no	no	$\frac{2}{3}$ majority
Limit length of debate.....	"I move debate on this matter be limited to ____."	no	yes	no	yes	$\frac{2}{3}$ majority
Ask for a vote by actual count, to verify a voice vote.....	"I call for a division of the house."	no	no	no	no	none*
Postpone consideration of a matter to a specific time.....	"I move we postpone this matter until ____."	no	yes	yes	yes	majority
Have matter studied further.....	"I move we refer this matter to a committee."	no	yes	yes	yes	majority
Consider a matter informally.....	"I move this question be considered informally."	no	yes	yes	no	majority
Amend a motion.....	"I move that this motion be amended by ____."	no	yes	yes	yes	majority
Refer a motion without voting on the motion itself.....	"I move the question be postponed indefinitely."	no	yes	yes	no	majority

INCIDENTAL MOTIONS grow out of other business that the group is considering. They must be decided before the group can return to the question that brought them up.

Correct an error in parliamentary procedure, "Point of order".....	yes	no	no	no	no	none, chairman rules
Object to a ruling by the chairman.....	"I appeal the chair's decision."	yes	no	yes	no	majority
Consider a matter that violates normal procedure, but does not violate the constitution or bylaws.....	"I move we suspend the rules that interfere with ____."	no	yes	no	no	$\frac{2}{3}$ majority
Object to considering some matter.....	"I object to the consideration of this matter."	yes	no	no	no	$\frac{2}{3}$ majority
Obtain advice on proper procedure.....	"I raise a parliamentary inquiry."	yes	no	no	no	none, chairman rules
Request information.....	"Point of information"	yes	no	no	no	none
Withdraw a motion.....	"I request leave to withdraw the motion."	no	no	no	no	majority

MAIN MOTIONS are the tools used to introduce new business.

Introduce business.....	"I move that ____"	no	yes	yes	yes	majority
Take up a matter previously tabled.....	"I move we take from the table ____"	no	yes	no	no	majority
Reconsider a matter already disposed of.....	"I move we reconsider our action relative to ____"	yes	no	yes	no	majority
Strike out a motion previously passed.....	"I move we rescind the motion calling for ____"	no	yes	yes	yes	majority
Consider a matter out of its scheduled order.....	"I move we suspend the rules and consider ____"	no	yes	no	no	$\frac{2}{3}$ majority

* This majority vote is if someone objects.

† If original action was debatable.

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